



**Montana Department of Transportation**  
**PO Box 201001**  
**Helena, MT 59620-1001**

**MEMORANDUM**

**To:** See Distribution  
**From:** Mark Wissinger, P.E.  
Construction Engineer  
**Date:** October 23, 2006  
**Subject:** Supplemental Specification Revision: 101.01 General

The Construction Administration Services Bureau is proposing revisions to Standard Specification, 101.01 General. Following the Standard Specification Revision Process outlined in the Construction Engineer's Memorandum dated January 9, 2002 the following information is provided.

1. Standard Specification, 101.01 will be modified.
2. The Proposed Draft of the change is attached along with this memorandum.
3. Revision to the Standard Specification is needed to explain the use of dual units, English and Metric, and to require Contractor submittals to be in the same units as used in the contract.
4. Those impacted by the change include:  
  
Contractors
5. The following individuals were consulted and/or involved in developing the proposed revisions:

CAS Bureau

*It is requested that written comments on **the proposed revisions only**, be returned to [mdtspecifications@mt.gov](mailto:mdtspecifications@mt.gov) no later than November 30, 2006.*

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**101.01 GENERAL**

The Standard Specifications are written to the Contractor. They define the Contractor's responsibility in meeting each specification. The short sentences, written in the active voice, explain what the Contractor must do. The Specifications outline the expectations of the Department, and explain what the Contractor must provide the Department. Unless otherwise noted, all actions are to be performed by the Contractor. "Will" statements mean the Department or Engineer is responsible or will perform the action.

The Standard Specifications are written in dual units with English units first, followed by metric units in parentheses. The contract will be in one of the two units. All submittals and documentation provided to the Department must be in English or Metric units as shown in the contract.

The active voice writing style is recommended by the Federal Highway Administration Technical Advisory 5080.16. Examples of the writing styles are as follows:

**A. Passive Voice:** The Contractor shall construct the temporary detour as specified in the contract.

**B. Active Voice:** Construct the temporary detour as specified in the contract.

The titles and headings of the sections, subsections, and sub-parts are for the convenience of reference and do not necessarily have a bearing on their interpretation.

When a publication is specified, it refers to the most recent date of issue, including interim publications, before the date of bid receipts for the project unless the issue of a specific date or year is specified.

Whenever the following abbreviations and terms are used in the contract, the intent and meaning is interpreted as follows: